



State of Arizona
 Department of Education
 Office of Diane M. Douglas
 Superintendent of Public Instruction

Administrative Review Summary Report

School Food Authority Name: Antelope Union High School District

CTD: 14-05-50

Site(s): Antelope Union High School

Contact: Robin Rinehart, Food Service Director

Review Date: November, 30, 2016

Review Period: October 2016

Programs Reviewed:

☒ National School Lunch
 ☒ School Breakfast
 ☒ Afterschool Snack
☐ Fresh Fruit & Vegetable
 ☐ Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
--------------------------------	-------------------------------	----------------------------

Performance Standard 1: Certification & Benefit Issuance- Critical Area

No findings.

Performance Standard 1: Meal Counting & Claiming- Critical Area

No findings.

Performance Standard 2: Meal Components & Quantities- Critical Area

Portion sizes observed on the day of review did not meet minimum amounts required by the meal pattern. Several students who selected the salad bar entree did not meet the 2oz/eq requirement of grain. Students selected 1 roll (1oz/eq grain) or 1 packet of croutons (1oz/eq grain.)	Discussed how current system allowed for this to happen and potential changes that could be made to ensure it doesn't continue (increasing size of roll or packaging the roll and croutons together). Discussed with cafeteria staff how to properly identify and count reimbursable meals, as well as procedures if a student does not select a reimbursable meal. Please note that repeated violations involving food quantities may result in fiscal action and/or termination of performance-based reimbursement (extra 6 cents).	<i>Please provide a written description of the changes that have been made to ensure that portion sizes meet minimum amounts required by the meal pattern.</i>
---	---	--

Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area

No findings.

Meal Access & Reimbursement: Certification & Benefit Issuance

No findings.

Meal Access & Reimbursement: Verification

No findings.

Meal Access & Reimbursement: Meal Counting & Claiming

Daily edit checks are not being conducted appropriately. The incorrect attendance was being used.

The Daily Edit Check attendance factor was updated to reflect the attendance factor used in the CNPWeb claim on the day of review.

No further corrective action required.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

Signage which explains what constitutes a reimbursable meal was not displayed to students for breakfast meal service.

Discussed feasible options for signage and potential content, plan for creating and posting. Printable POS Signage can be found on ADE's website at <http://www.azed.gov/health-nutrition/meal-pattern/>.

Please provide written assurance that signage explaining to students what constitutes a reimbursable breakfast meal has been displayed.

Resource Management

A process to sufficiently ensure compliance with the revenue from non-program foods requirements was not in place for adult meals.

Discussed Adult Meal Price Formula: Paid Meal Price (Lunch: \$3.25 and Breakfast: \$2) + SY16/17 per meal value of USDA Foods (23 cents) = Minimum Adult Meal Price (Lunch: \$3.48 and Breakfast: \$2.23). Current per meal value of USDA Foods can be found at: <http://www.fns.usda.gov/fdd/value-donated-foods-notices>.

Please provide written assurance that the price of non-program adult meals has been changed to meet requirements. Additionally, provide written assurance that adult meal prices will be updated as changes in paid meal prices and per meal value of USDA Foods occur.

General Program Compliance: Civil Rights

No findings.

General Program Compliance: SFA On-Site Monitoring

On-site reviews of the lunch meal counting and claiming procedures for all sites within the SFA are not being conducted each year prior to February 1.	Discussed requirement and where to find a template On-Site Review Checklist Assessment of the Meal Counting and Claiming System found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/09/updated-on-site-review-checklist-nsfp.doc . Discussed who would be responsible for completing this each year.	<i>Please provide a written description of the process that has been put in place to ensure that all sites receive an on-site review of the meal counting and claiming procedures each year prior to February 1. Additionally, a completed On-Site Review Checklist Assessment of the Meal Counting and Claiming System must be submitted.</i>
--	---	--

General Program Compliance: Local Wellness Policy

The LWP did not contain policies for food and beverage marketing.	Discussed LEAs must fully comply with the requirements of the final rule by June 30, 2017. Additionally, discussed including policies that allow marketing and advertising of only those foods and beverages that meet Smart Snacks Standards during the school day. Applies to: exterior vending machines, posters, menu boards, coolers, trash cans and cups used for beverage dispensing.	<i>None required at this time.</i>
The recent assessment of the implementation of the LWP did not meet the final rule requirements that must be met by June 30, 2016.	Discussed LEAs must fully comply with the requirements of the final rule by June 30, 2017. Additionally, discussed the final rule requires LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine: Compliance with the wellness policy; How the wellness policy compares to model wellness policies; Progress made in attaining the goals of the wellness policy. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/health-nutrition/wellness-policy/ .	<i>None required at this time.</i>

General Program Compliance: Competitive Food Services

Rockin' Refuel Protein Shakes sold to students in grades 9-12 during the school day do not meet Smart Snacks standards.	Discussed Smart Snacks requirements for grades 9-12 and why did Rockin' Refuel Protein Shakes does not meet standards. Smart Snacks Product Calculator from Alliance for a Healthier Generation can be found on ADE's website at https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/smart_snacks/product_calculator/ . Smart Snack Summary Chart can be found on ADE's website at http://www.fns.usda.gov/sites/default/files/allfoods_summarychart.pdf .	<i>Please provide written assurance that Rockin' Refuel Protein Shakes will no longer be served or sold during the school day and that Smart Snacks standards will be adhered to.</i>
---	---	---

General Program Compliance: Professional Standards

No findings.

General Program Compliance: Water

No findings.

General Program Compliance: Food Safety, Storage and Buy American

The following reviewed products Jack Pot Tropical Fruit Cocktail - Vietnam, Smart Source Nacho Sliced Jalapenos - Mexico, Roland Pepperoncini- Turkey indicated violations of the Buy American Provision in 7CFR 210.21(d) on-site at reviewed schools.	Discussed the Buy American provision which supports USDA's mission to served children nutritious meals and support American agriculture. Funds used from the non-profit food service account must be used to procure food products that comply with the Buy American Provision.	<i>Please provide a copy of a replacement food product label to demonstrate it's domestic origin. Additionally, provide a written assurance that the foreign product will no longer be served in Child Nutrition Programs when American products are available.</i>
---	---	---

General Program Compliance: Reporting & Recordkeeping

No findings.

General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

No findings.

Other Federal Program Reviews: Afterschool Snack Program

The ASP monitoring review was not conducted within the first four weeks of operation and one additional time during the school year.

Discussed ASP monitoring requirements. *Please provide written assurance that the ASP will be monitored once within the first four weeks of operation and one additional time during the school year, and that documentation to support this will be maintained.*
A sample ASP monitoring form can be found on ADE's website at:
<http://www.azed.gov/wp-content/uploads/PDF/SnackOnSiteReviewForm.pdf>.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations! Antelope Union High School District has completed the Administrative Review for the 2016-2017 school year. Thank you for your hospitality during the review process. You are doing an outstanding job implementing the NSLP. It is evident that you are working hard to ensure your students are fed healthy meals.

To stay on track with NSLP requirements checkout the NSLP at a Glance Calendar & Monthly Checklist on our website at
http://www.azed.gov/health-nutrition/files/2016/07/sy-16_17-nslp-calendar7.20.16.pdf

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/health-nutrition/nslp/training/>

Fiscal Action Assessed?

☐ Yes- SBP ☒ No- SBP ☐ Yes- NSLP ☒ No- NSLP

Please submit corrective action response by January 19, 2016 to Jennifer DiBenedetto at 1535 W. Jefferson St, Bin #7, Phoenix, AZ 85007.



12/27/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.



